



# ALAN HAROLD

## STARK COUNTY AUDITOR

[www.auditor.co.stark.oh.us](http://www.auditor.co.stark.oh.us)

## GIS Map Office Deed Requirements Guidelines

The County Auditor is responsible for maintaining the County Tax Roll. This includes a listing of all properties within the County, the Owner, and Valuation of the property. An important part of this is the transferring of property from one owner to another. This is completed through various types of Deeds, and the GIS Map Office is in charge of just a small part of this in the form of approving certain parts of a deed. The following is what we check for:

1. **Parcel Number(s):** The current Stark County Auditor's parcel number must be shown on the deed. We use this to accurately locate the property and verify the grantor's name, property legal description, and check for any changes to the property in the Auditor's Tax Roll. These changes can include properties combined for taxing purposes, additions of vacated streets and alleys, or property splits.
2. **Prior Deed Reference(s):** This is a reference to the Deed Volume (DV) and Page (PG), the Official Record Volume (OR) and Page (PG) or the Official Record Imaging (ORI) Number that the grantor took title to the property with. The Deed Reference is brought up on the Recorder's web site and it is utilized to help verify the Deeded Name and Legal Description.
3. **Deeded Name(s):** This is the name of the "Grantor" on the deed. We verify this by viewing the prior deed reference of where the person took title to the property with the following rules:
  - a. The name of the Grantor *must* be written exactly as they took title as the Grantee on the prior deed.
  - b. If there was a name change, the name still must be on the deed exactly as they took title. The original name must be reference to, for example, in one of the following ways:
    - i. A.K.A. - Also Known As
    - ii. H.T.T.A. - Having Taken Title As
4. **Legal Description(s):** This is also verified against the Prior Deed and Auditor's records. The Legal Description must contain the following:
  - a. A statement of City, Township or Village, County and State.

- b. A statement of Lot Number, Allotment Name and Recorded reference of the Allotment (when applicable)
- c. A complete, legible and valid description of a metes and bounds description. In this case, it must be worded exactly as in the prior deed reference.

## Things We Can and CANNOT Do

In the course of our day, many items and questions come into our office. We are happy to help out in any way that we can, but we are limited by laws, ethics and public interest. In the aspect of deeds, the following is a list of things we can and can *not* do:

### Deeds:

**WE CAN:** Help explain each item that we check for, and go through the process which we use to verify each.

**WE CAN:** Go over any errors that we find that we request to be corrected before transfer, and explain why it does not meet our standards.

**WE CANNOT:** Complete/fill out a deed of transfer.

**WE CANNOT:** Give legal advice or tell you specifics on how to complete a deed. We highly recommend you to contact an attorney to help prepare *any* legal documents.

### Parcel Numbers:

**WE CAN:** Assist you in looking up your parcel number of your property.

**WE CANNOT:** Do mass parcel look-ups or create custom data sets. We do provide a complete Auditor's Tax Roll data file, in Microsoft Access, on our website at [www.auditor.co.stark.oh.us](http://www.auditor.co.stark.oh.us).

### Deed References:

**WE CAN:** Assist in looking up your prior deed reference, if the property was purchased *after* 1982. If the property was purchased prior to 1982, we can attempt look up the transfer date which you can then take to the Recorder's office to assist you further in locating your deed.

**WE CANNOT:** Perform title searches, lease look-ups, mass deed reference look-ups or create custom data sets.

### Legal Descriptions:

**WE CAN:** Explain how to read your legal description, as well as show you your parcel on a map.

**WE CANNOT:** Help you write a legal description.

**WE CANNOT:** Answer any questions about boundary disputes, or give legal advice.

Because of Ohio Ethic Laws, we are unable to recommend any private company, surveyor or law firm. However, you can contact the Stark County's Bar Association, who can help you find an appropriate lawyer, at 330-453-0686.



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